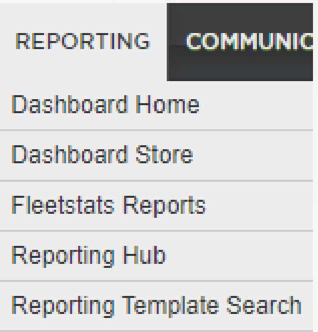
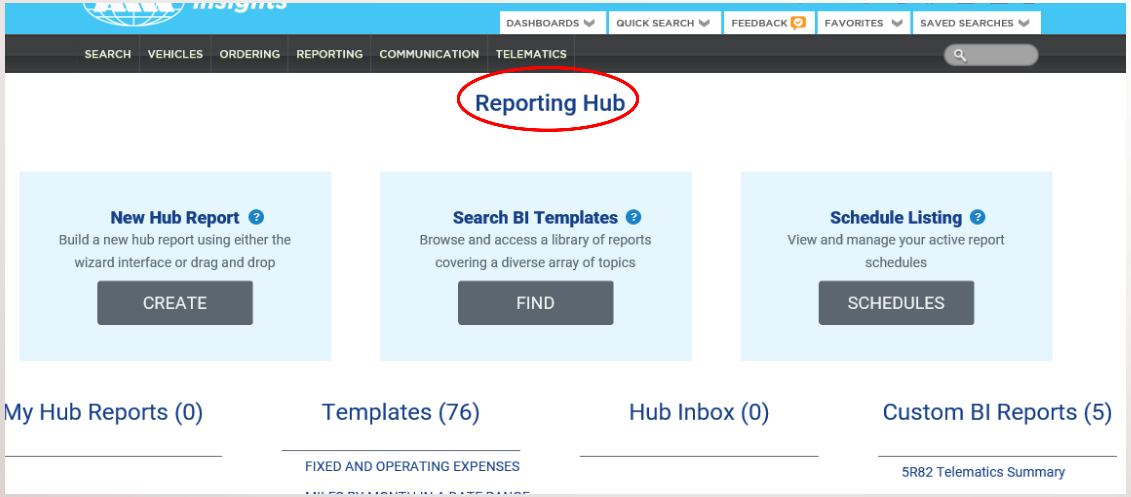
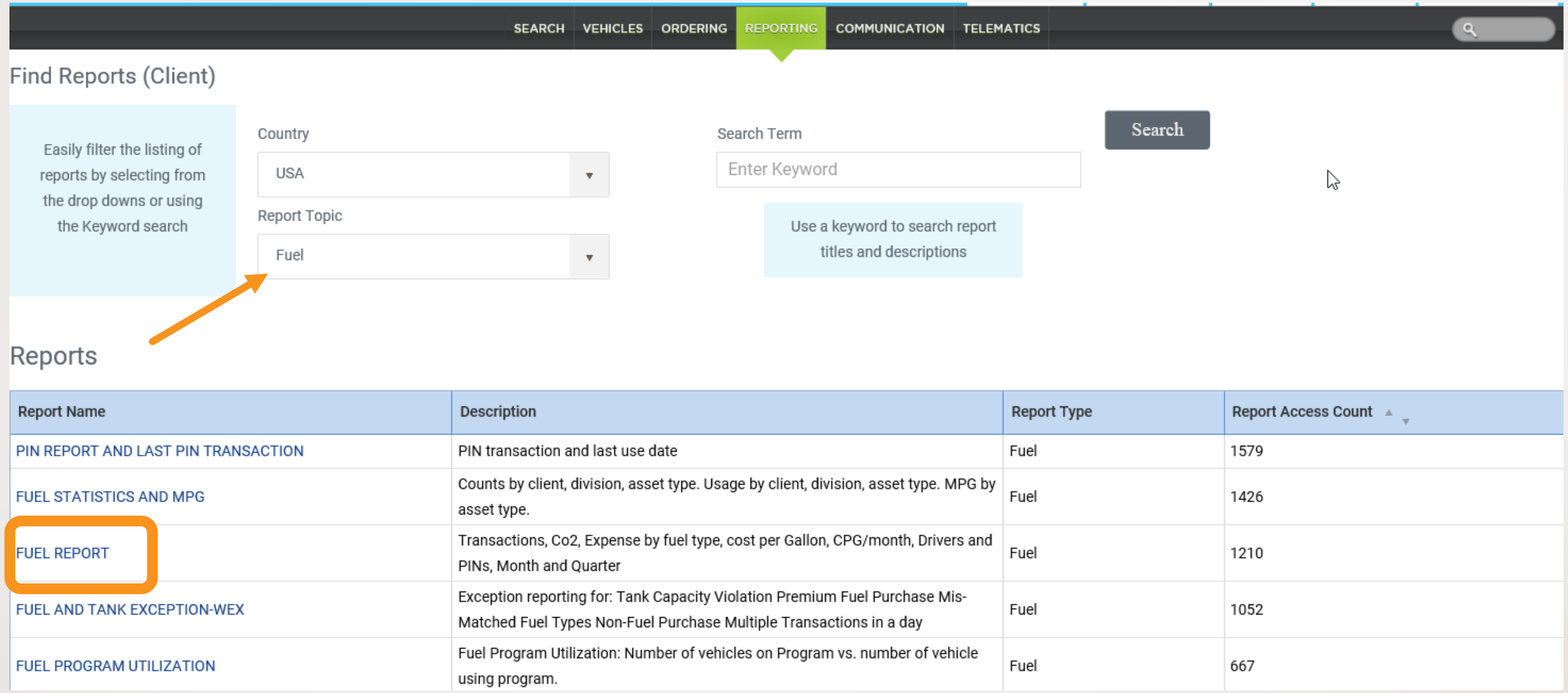
Steps to Run a "Fuel Report" in ARI

In ARI Insights, click on the Reporting tab in the black field then click on Reporting HUB

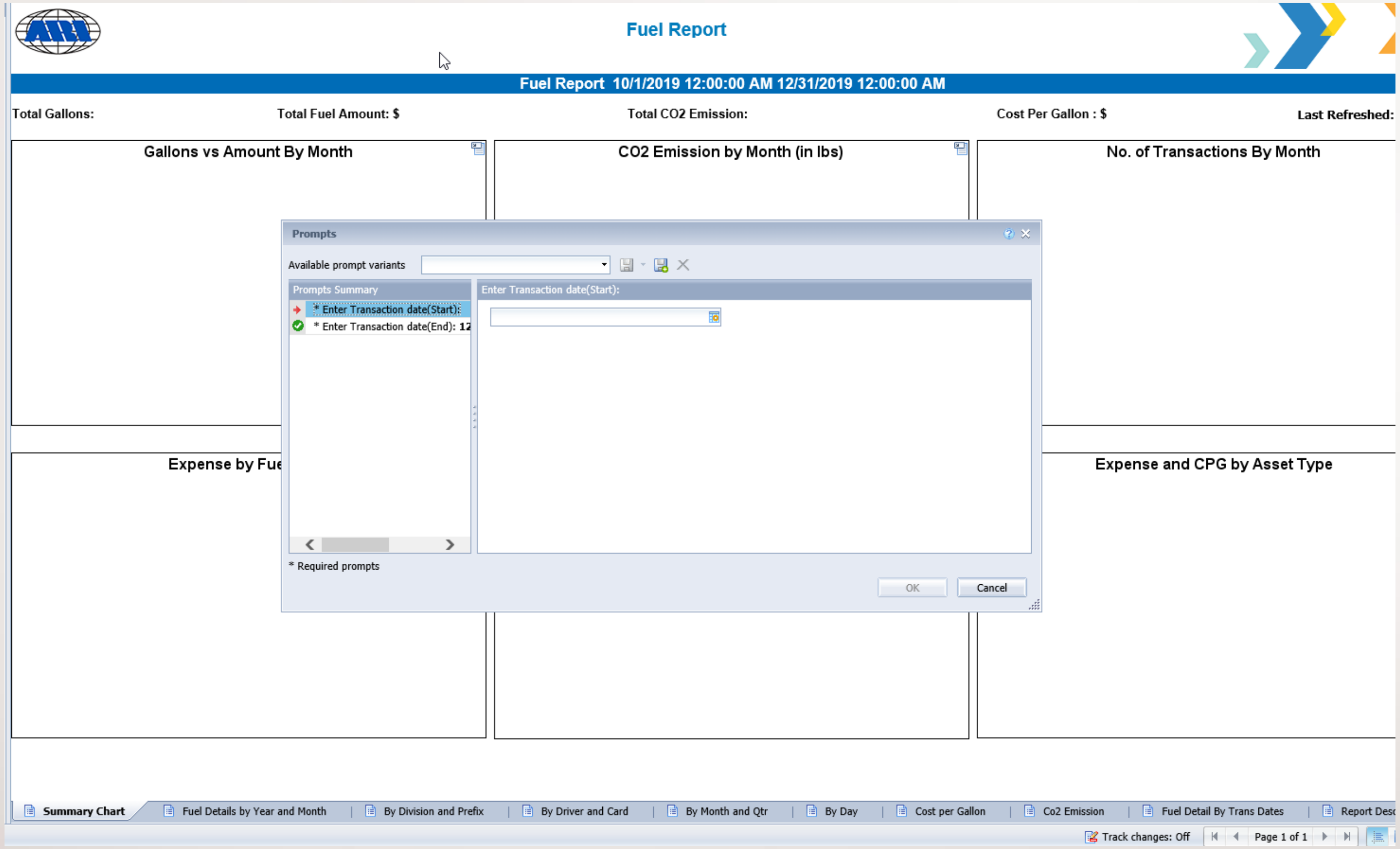




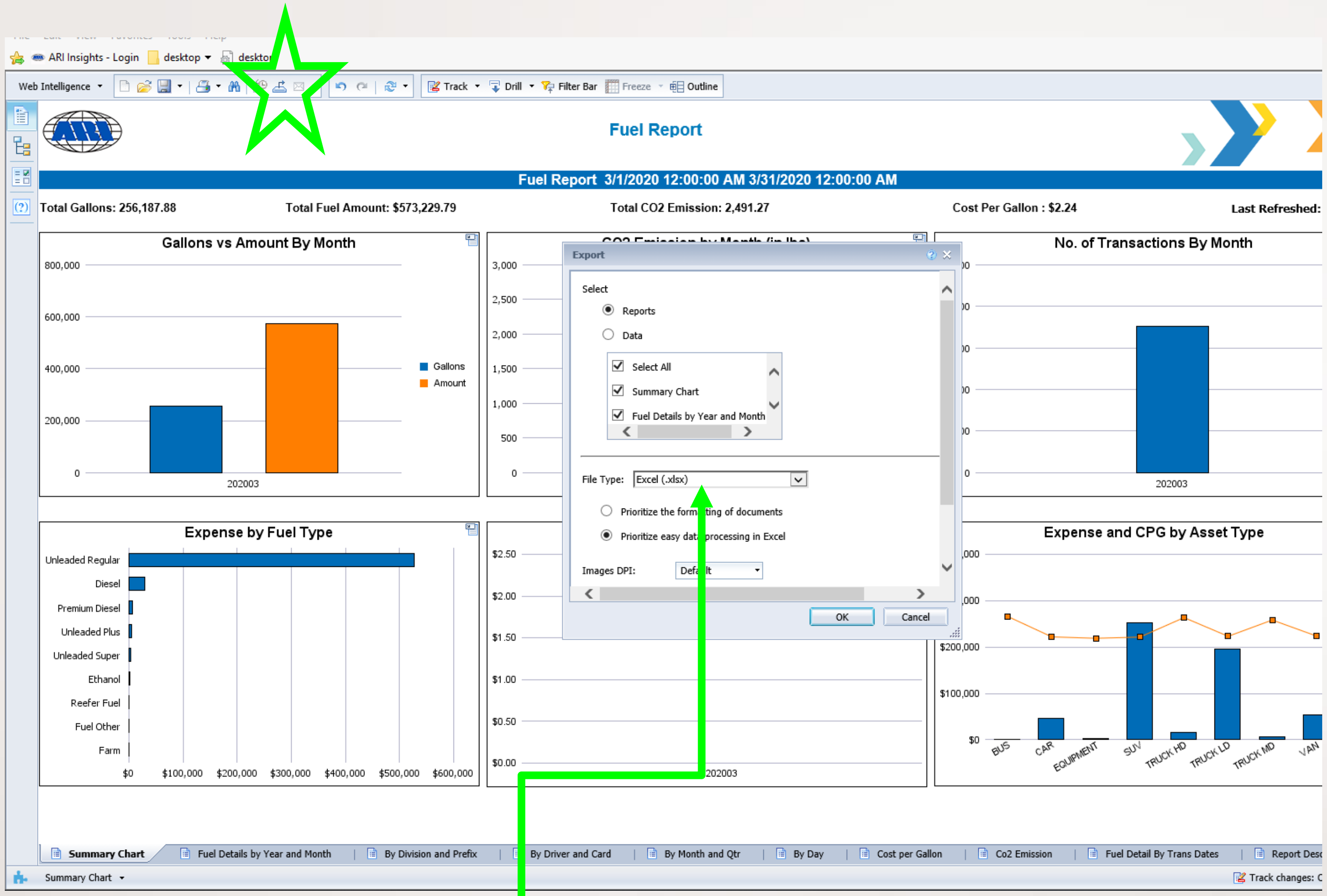
Click Find in the Search BI Templates box.



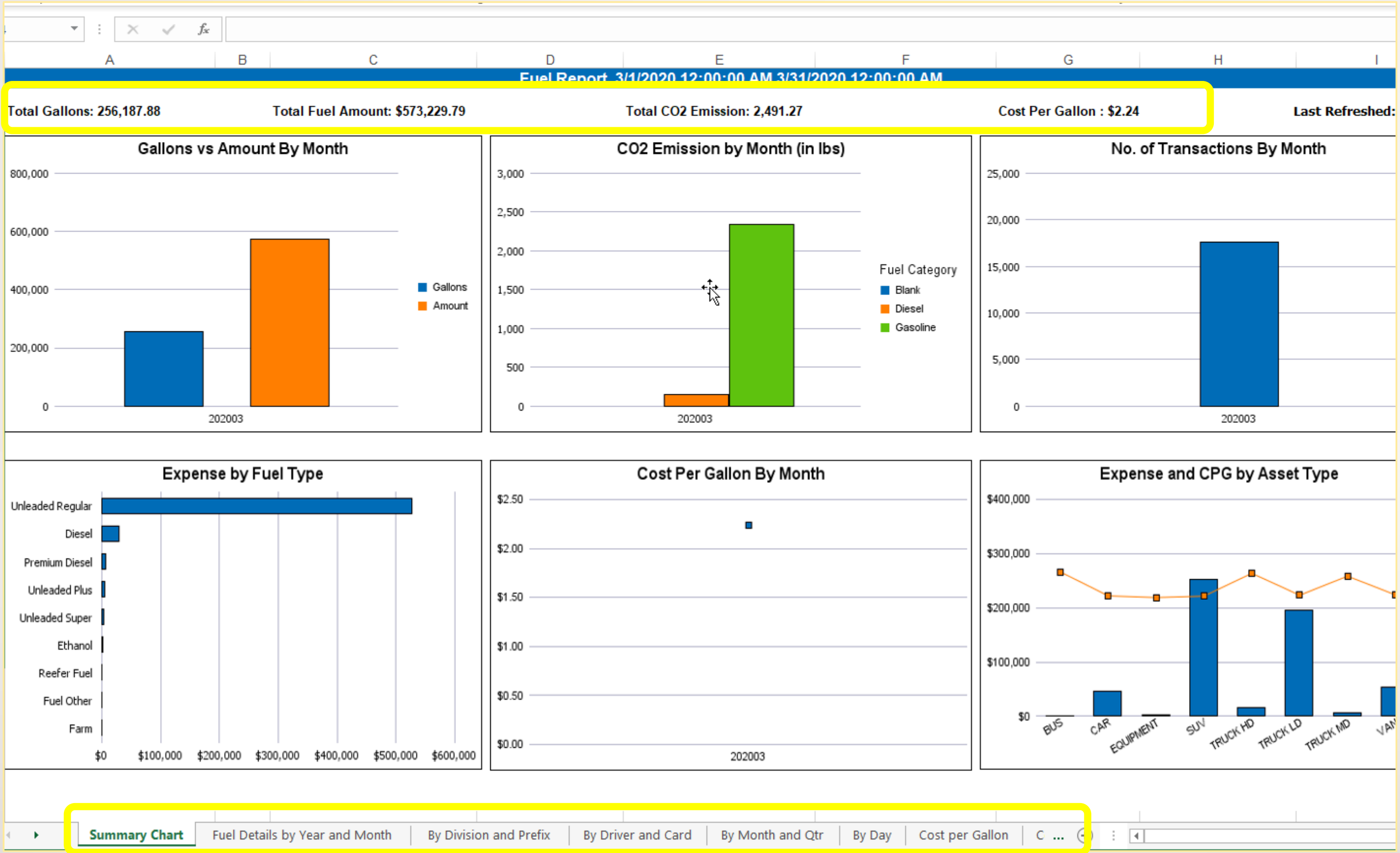
- In the <u>Report Topic</u> field dropdown, click “Fuel” and hit Search button
- Click on “Fuel Report” in the Report Name box and it will bring up the Prompt Screen



- Enter your beginning and ending dates in the appropriate fields and click ok.



- Once the report comes up click on the  in the top tool bar to export to excel.
- In the “File Type” dropdown select the appropriate version of Excel for your computer and click ok.
- Once the report generates you will be able to download & save it.



- The downloaded report looks like this when you open it.
- At the top you will find relevant totals for the report period.
- Along the bottom are tabs for worksheets containing a variety of information.

- Any questions please don’t hesitate to contact Fleet Management
- Email: Fleet@wv.gov or call (855) 817-1910